

	STANDARD OPERATING POLICY AND PROCEDURE Community Development and Public Works	Number: 1-7
Subject: Expired Applications and Permits		Approval Date: September 14, 2007
Approval: Chuck King, Building Official		Effective Date: September 14, 2007

1.0 PURPOSE

Administrative process for expired permit application, permit notifications, responsibilities, and timelines.

2.0 DISTRIBUTION

Public, Community Development and Public Works (CDPW) Personnel

3.0 REVISION HISTORY

May 26, 2009
 January, 2011
 August, 2015

4.0 CODE REFERENCE

2012 International Building Code (IBC), Section 105.3.2 Time limitation of application, Section 105.5, Expiration.

5.0 POLICY

The IBC identifies the length of time that permits and applications are valid. This code requirement is intended to keep the construction process moving forward and to prevent projects from sitting idle for extended periods of time.

Permit applications will be considered abandoned and shall expire one hundred-eighty (180) days after the date of filing if a permit has not been issued. The following process will be utilized:

1. The Inspection and Code Compliance Division will send a postcard to the owner/applicant stating that the permit application is about to expire and will include the date of expiration.
2. The owner/applicant may make a request to the *Permitting Manager* to grant a time extension, not exceeding ninety (90) days prior to expiration. Requests must be in writing and justifiable cause for why an extension is needed shall be demonstrated. An extension will not be granted if the code or any other pertinent laws or ordinances have been amended or updated subsequent to the date of the application.
3. If the owner/applicant takes no action, an expiration letter will be sent to the owner/applicant notifying them that their permit application is null and void and granting them ten (10) business days to pick up their documents. Documents unclaimed after that time will be destroyed. The permit application will then be voided in the permitting system and all documents pertaining to the permit application will be destroyed. The document destruction will be recorded as destroyed according to the State Retention Statutes but there will be no period of retention required as the permit was never issued.
4. In order to renew action on an application that has expired, the applicant shall re-submit all documents and pay a new plan review fee.

Issued Permits will become invalid (expired) if work on site does not commence within one hundred-eighty (180) days of permit issuance, or if work is suspended or abandoned for a period of 180 days. The one hundred-eighty (180) days is determined from the date of the last inspection (see SOP 2-7).

The following process will be utilized:

1. The Inspection and Code Compliance Division will send a postcard to the owner/applicant stating that the permit is about to expire and will include the date of expiration.
2. If an inspection is requested prior to the one hundred-eighty (180) day expiration in order to keep the permit active, but work has not progressed, there will be a Reinspection fee charge and the one hundred-eighty (180) day clock will not be restarted.
3. The owner/applicant may make a request to the building official to grant a time extension, not exceeding one hundred-eighty (180) days, and prior to expiration. All request shall be in writing on a form provided by the Town, and justifiable cause demonstrated.
4. Prior to authorizing an extension, an investigative inspection may be performed for the purpose of verifying the safety of the site, structure and any other impact(s) that an extension may affect. Other divisions within Development and Infrastructure Services may be copied on the extension request to help determine whether other remedial requirements of their departments may be necessary.
5. If the owner/applicant takes no action, an expiration letter will be sent to the owner/applicant stating the permit is null and void and to contact our office within ten (10) working days to discuss remediation. If no action is taken, a violation letter may be sent requesting the applicant to contact our office within ten (10) working days. The department's violation process will follow if no attempt is made to correct the violation (see SOP 1-8).
6. Before work deemed to have expired can be recommenced, a new permit must first be obtained and the fee shall be not less one half (1/2) of the amount required for a new permit for such work, provided that no changes have been made to the originally approved construction documents, and further provided that the suspension or abandonment has not exceeded one year. If the permit has been expired for a period of one year, or more, the cost for renewal shall be as required for a new permit.